

TOWN OF SOUTHEAST BUILDING DEPARTMENT
One Main Street Brewster, NY 10509 845-279-2123, fax 845-279-3137

RESIDENTIAL BUILDING PERMIT APPLICATION

Building Permit # _____	Date _____
Application Received _____	
Permit Issue Date _____	Approved by Zoning _____, Bldg _____
(office use only)	

Property Address: _____
Tax Parcel Id: _____ Zoning District: _____

Property Owner Name: _____ Phone(s): _____
Street Address: _____
City _____ State _____ Zip Code _____

Builder Info:
Name _____ Phone(s): _____
Address: Street _____
City _____ State _____ Zip Code _____
Putnam County License # _____

Architect/Eng Info:
Name _____ Phone(s): _____
Address: Street _____
City _____ State _____ Zip Code _____

Plumbing Contractor:
Name _____ Phone(s): _____
Address: Street _____
City _____ State _____ Zip Code _____
Putnam County License # _____

HVAC Contractor:
Name _____ Phone(s): _____
Address: Street _____
City _____ State _____ Zip Code _____
Putnam County License # _____

PROJECT DESCRIPTION _____
Please Check all applicable: (any items checked must have applicable Town/County/State approvals)
Utilities : Town Water ☐ or Sewer ☐ Private Septic ☐ Well ☐
Road: Town ☐ County ☐ State ☐ Private ☐

New Construction

Sq. ft. of living area including basement:_____ Sq. Ft. of attached garages:_____
Sq. Ft. of attached decks:_____ #of Bedrooms:_____ # of Bathrooms:_____
Height of Building:_____ ft. Stories:_____
Percent Lot Coverage:_____ Estimated Cost:_____

Renovation/Addition

Sq. Ft. of living area including basement:_____ Sq. ft. of attached garages:_____
Sq. Ft. of attached decks:_____ # of Bedrooms:_____ # of Bathrooms:_____
Height of Building:_____ ft. Stories:_____
Percent Lot Coverage:_____ Estimated Cost:_____
(A final cost affidavit may be required at the end of your project before a Certificate is Issued.)

If an addition, does addition increase the total number of bedrooms? Yes____ No____ If yes, an approval letter from the Putnam County Department of Health will be required.

Garage

Attached_____ Detached_____ Size of Construction, sq. ft._____ # of Bays_____

Deck

Size of Construction, sq. ft._____

Shed

Size of Construction, sq. ft._____

Swimming Pool

In-Ground_____ Above Ground_____ Size_____ Construction/Heated_____

Fence

Size and
type_____ Height_____ Location_____

Project Setbacks

Front_____ ft. Rear_____ ft. Left Side_____ ft. Right side_____ ft.

*** *WHAT IS THE AREA OF DISTURBANCE IN SQUARE FEET _____.****

Any land disturbance greater than 5,000 sq. ft. requires an *MS-4 permit*. Failure to comply with this requirement will result in a *STOP WORK ORDER* and *NOTICE OF VIOLATION*.

The Owner/Applicant agrees to comply with all applicable laws of this jurisdiction, adhere to the plans and specifications submitted and permit Building Department personnel to perform required inspections.

Applicant's Name_____ (attach owner consent form)
Owner/Applicant Signature:_____ Date_____

Application Fees

Building Fee (based on estimated construction cost)	_____
Plumbing Installation Permit Fee	_____
HVAC Installation Permit Fee	_____
Equipment Installation Permit Fee	_____
Gas Connection Permit Fee	_____
Certificate of Occupancy Fees	_____
Total Fees (check or money order payable to Town of Southeast)	_____

Town of Southeast Building Department
Submittal Requirements for:

RESIDENTIAL BUILDING PERMITS

Applicant Name _____ Phone _____
Building 911 Address _____ Parcel
ID/Tax Map # _____

Your permit application will not be reviewed until your submittal is complete. Your complete submittal will include the following documents, as applicable:

1. Building Permit Application Completed and Signed
2. Putnam County Licenses are required for home improvement contractors, plumbers, heating and cooling contractors, electricians, and for propane and natural gas.
3. Owner consent Form Signed when Applicant is Not the Property Owner
4. Site Plan with boundary set backs for Proposed construction
5. Putnam County approval for installation of sanitary disposal system and/or water well
6. Driveway permit (Town, county, or state)
7. Workers Compensation and Liability Insurance; acceptable workers comp forms include CE-200, C105.2 (9/07) and U26.3 with the Town of Southeast named certificate holder & additionally insured. BP-1 (9-07) not accepted for New construction as house is not yet owner occupied and C of O has not been issued.
8. Stamped plans for construction valued over \$10,000; otherwise, submit a detailed sketch plan with proposed material list. For new construction and additions, plans must have original stamp/signature from Putnam County Department of Health and ARB stamp/signature.
9. Completed "Notice of Utilization of Truss Type Construction, etc." form-page 7-9.
10. Completed 911 Address Verification Form
11. Architectural Review Board Approval
12. Copy of P. C. License for all contractors
13. Application Fee (Check or Money Order Only) payable to the Town of Southeast

CHECK LIST FOR BUILDING PERMIT APPLICATION SUBMITTAL

SITE PLAN

- ___ Drawn to scale with scale indicated (1"=20' for larger)
- ___ North arrow
- ___ Lot dimensions—all sides
- ___ Size and location of any easements or right-of-ways
- ___ Names and locations of all adjacent streets
- ___ Locations of proposed and existing structures
- ___ Setback dimensions: front, rear, and all sides
- ___ Outside building dimensions and distances between buildings on building site
- ___ Driveways, exterior stairs, landings, patios, and decks
- ___ Location, type, and elevation of any retaining walls
- ___ Proposed or existing septic system

BUILDING PLANS (two complete sets required)

- ___ Drawn to scale with scale indicated (1/4"=1' or larger)
- ___ Cross sections providing accurate representation of materials for the structure
- ___ Floor plan layouts and use of all rooms including basement
- ___ Complete dimensions of all rooms, decks, porches, landings, stairs.
- ___ Note bearing walls, column locations, and cantilevers.
- ___ Provide Ceiling heights on all levels.
- ___ Provide Sizes and types of doors and windows (showing required safety glazing)
- ___ Light, ventilation and egress calculations for all rooms
- ___ Fire separation between house and garage

- ___ Stairway landings, rise, run, handrail, and headroom height for all interior and exterior stairs
- ___ Building elevations with finish grade line on all sides (exterior views)
- ___ Attic and crawl space ventilation and access
- ___ Typical footing size, depth, and reinforcement
- ___ Foundation wall height, thickness, and reinforcement. Sill and anchor bolt spec.
- ___ Wall materials, stud size and spacing, wall sheathing, interior finish, weather barrier and exterior finish.
- ___ Floor framing, sheathing, bridging, and solid blocking.
- ___ Roof framing details (rafter size, spacing, spans and/or truss layout/drawings), sheathing, and finish.
- ___ Size and material of all beams, headers, and columns
- ___ Grade and species of lumber
- ___ Joist size, spacing, and spans (engineered joists and/or beams require submittal of manufacturers specs)
- ___ Provide smoke detector and carbon monoxide detector locations

The construction drawings prepared by the design professional represent his/her responsibility for the structural integrity of the building and it is the responsibility of the contractor/builder to erect the structure in accordance with the drawings. If field conditions dictate that changes are necessary while construction is in progress, the contractor must notify both the design professional and the Building Department.

Furthermore, it shall be the responsibility of the contractor to furnish the Building Department with certification from the design professional of the changes. Contractors are advised that no Certificate of Occupancy will be issued until the Building Department receives the required certification.

PLUMBING DETAILS (a separate plumbing permit will be required)

- ___ Location of all plumbing fixtures including layout for future fixtures
- ___ Provide waste line diagram. Accurate, neatly drawn pencil or engineered submittals.

MECHANICAL DETAILS (a separate heating permit will be required)

- ___ Boiler or furnace location
- ___ Combustion Air description/location

Town of Southeast Building Department

Certificate of Occupancy Requirements

Prior to the issuance of a Certificate of Occupancy, the applicant shall schedule the following inspections for approval by the building department:

INSPECTIONS

- | | |
|------------------------------|----------------------|
| ___ Board of Health Approval | ___ Rough Plumbing |
| ___ Driveway | ___ Rough Electrical |
| ___ Staking | ___ Fire Caulk/Block |
| ___ Footings | ___ Insulation |
| ___ Foundation | ___ HVAC/Ductwork |
| ___ Footing Drains | ___ Final Plumbing |
| ___ Framing | ___ Final Electric |
| ___ Tyvek | ___ Final Driveway |
| ___ Other: _____ | ___ Final/C of O |

Following approval of the required inspections, submittal of the following documentation will be required to obtain the Certificate of Occupancy:

1. As-built construction plans required for construction not built in accordance with approved plans; submit in advance of application for CO as review of the plans is required.
2. As-built survey
3. As-built septic system including compliance from Putnam county Department of Health for septic and septic guarantee.
4. Approval of Driveway/Curb Cut Installation by Town, county, or state
5. Signed and notarized affidavit as to final cost of construction
6. Electrical Underwriters Certificate
7. Fee for Residential Refuse District (new construction)
8. Certification for Plumbing, HVAC, Gas, and Sprinkler Installations, Notarized
9. Alarm Permit Application submitted to Fire Inspector
10. Other _____

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Owner Consent Form

- Completion of this form is required when the applicant is not the property owner

Parcel Id # _____ Address _____

Name of Applicant: _____ Phone _____

Project Description: _____

I/We, _____, owners(s) of the above
property hereby give my/our permission to _____
(applicant name) to submit the above identified building permit application on my/our behalf and
to represent me/us in all proceedings concerning the referenced application.

Owner (s) Signature(s) _____ Date _____

Sworn to before me this _____ day of
_____, _____.

Notary Public

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION**

TO: **TOWN OF SOUTHEAST**

Property Owner: _____.

Subject Property Address: _____ Tax Map _____.

Please take notice that the (check applicable line):

____ new residential structure

____ addition to existing residential structure

____ rehabilitation to existing residential structure

To be constructed or performed at the subject property reference above will utilize (check each applicable line):

____ truss type construction (TT)

____ pre-engineered wood construction (PW)

____ timber construction (TC)

In the following location(s) (check applicable line):

____ floor framing, including girders and beams (F)

____ roof framing (R)

____ floor framing and roof framing (FR)

DATE: _____.

SIGNATURE: _____ (signature of person submitting form).

NAME: _____ (print or type name of person signing & submitting form).

CAPACITY: _____ (Insert "Owner" or "Owner's Representative" as applicable).

NOTE: SEE ATTACHED SECTION 1265.4 REGARDING "SIGN OR SYMBOL" REQUIREMENT.

1/8/15

Section 1265.4. Sign or symbol.

(a) Each new residential structure and each addition to or rehabilitation of an existing residential structure that utilizes truss type construction, pre-engineered wood construction and/or timber construction shall be identified by a sign or symbol in accordance with the provisions of this Part.

(b) The sign or symbol required by this Part shall be affixed to the electric box attached to the exterior of the residential structure; provided, however, that:

(1) if affixing the sign or symbol to the electric box would obscure any meter on the electric box, or if the utility providing electric service to the residential structure does not allow the sign or symbol to be affixed to the electric box, the sign or symbol shall be affixed to the exterior wall of the residential structure at a point immediately adjacent to the electric box; and

(2) if no electric box is attached to the exterior of the residential structure or if, in the opinion of the authority having jurisdiction, the electric box attached to the exterior of the building is not located in a place likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure, the sign or symbol required by this Part shall be affixed to the exterior of the residential structure in a location approved by the authority having jurisdiction as a location likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure.

(c) The sign or symbol required by this Part shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance. The authority having jurisdiction shall not issue a certificate of occupancy or certificate of compliance until the sign or symbol required by this Part shall have been affixed.

(d) The property owner shall be responsible for maintaining the sign or symbol required by this Part and shall promptly replace any such sign or symbol that is affixed to an electric box when any change or modification is made to such electric box. The property owner shall promptly replace the sign or symbol required by this Part if such sign or symbol is removed or becomes damaged, faded, worn or otherwise less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure. The property owner shall keep the area in the vicinity of the sign or symbol required by this Part clear of all plants, vegetation, and other obstructions that may hide or obscure such sign or symbol or otherwise cause such sign or symbol to be less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure.

(e) The sign or symbol indicating the utilization of truss type construction, pre-engineered wood construction and/or timber construction shall comply with the requirements of this subdivision

(1) The sign or symbol shall consist of a circle six inches (152.4 mm) in diameter, with a stroke width of 1/2 inch (12.7 mm). The background of the sign or symbol shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187.

(2) The sign or symbol shall be of sturdy, non-fading, weather-resistant material; provided, however, that a sign or symbol applied directly to a door or sidelight may be a permanent non-fading sticker or decal.

(3) The sign or symbol shall contain an alphabetic construction type designation to indicate the construction type of the residential structure, as follows:

(i) if the residential structure is subject to the provisions of the RCNYS, the construction type designation shall be "V" and

(ii) if the residential structure is subject to the provisions of the BCNYS, the construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS.

(4) The sign or symbol shall contain an alphabetic location designation to indicate the location(s) containing truss type construction, pre-engineered wood construction and/or timber construction structural components, as follows:

(i) "F" shall mean floor framing, including girders and beams;

(ii) "R" shall mean roof framing; and

(iii) "FR" shall mean floor framing and roof framing.

(5) The construction type designation shall be placed at the 12 o'clock position of the sign or symbol, over the location designation, which shall be placed at the six o'clock position of the sign or symbol.